

SC MEDICAID

**Technical
User Guide**

ASC X12N Transactions

Version 3.0

March 3, 2009

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GENERAL INFORMATION

EDI Gateway

McaidNET is the EDI gateway to SC Medicaid. Effective 03/01/2009, no new modem accounts will be created. Effective 07/01/2009, the modem server will no longer be available. The following are communication packages that will be supported:

- SecureFTP
- WS_FTP Pro v8.0 or higher

McaidNET is defaulted to send uncompressed files.

Note: McaidNET also supports file transfers via secure File Transfer Protocol (FTP). Specifications on these options are included later in this manual.

SC MEDICAID accepts the following ASC X12N Version 4010A1 transactions, required with the implementation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA):

- Dental Claim: ASC X12N 837D 004010X097A1 - Health Care Claim: Dental
- Professional Claim: ASC X12N 837P 004010X098A1 - Health Care Claim: Professional
- Institutional Claim: ASC X12N 837I 004010X096A1 - Health Care Claim: Institutional
- Health Claim Status: ASC X12N 276/277 004010X093A1 - Health Care Claim Status Request
- Eligibility for a Health Plan: ASC X12N 270/271 004010X092A1 - Health Care Eligibility Benefit Inquiry
- Referral Certification and Authorization: ASC X12N 278 004010X094A1- Health Care Services Review - Request for Review
- Premium Payment: ASC X12N 820 004010X061A1
- Enrollment: ASC X12N 834 004010X095A1
- Claim Payment: ASC X12N 835 004010X091A1

ASC X12 transaction envelopes (i.e., ISA, IEA, GS and GE segments) should be populated per instructions found in Example 1A on the following page. Transactions returned by SC MEDICAID to the Trading Partner will be enveloped consistent with the specifications described in Example 1B. ASC X12 transaction record formats are available as downloads from the Washington Publishing Company (WPC) Web site (http://hipaa.wpc-edi.com/HIPAA_40.asp).

The McaidNET platform is available 24 hours a day, seven days a week, with the exception of infrequent maintenance performed on Sundays.

If you have any questions regarding the McaidNET platform, please call the SC Medicaid EDI Support Center toll-free at 1-888-289-0709.

Example 1A –Enveloping X12 Inbound Transactions

Segment Identifier	Data Element	Description
ISA01	Authorization Info Qualifier	00
ISA02	Authorization Information	Blank
ISA03	Security Information Qualifier	00
ISA04	Security Information	None
ISA05	Interchange ID Qualifier	ZZ
ISA06	Interchange Sender ID	SC MEDICAID-assigned Trading Partner ID
ISA07	Interchange ID Qualifier	ZZ (indicating mutually defined qualifier)
ISA08	Interchange Receiver ID	SCMEDICAID
ISA09	Interchange Date	Populated by the Submitter
ISA10	Interchange Time	Populated by the Submitter
ISA11	Interchange Controls Standards ID	U
ISA12	Interchange Control Version Number	00401
ISA13	Interchange Control Number	Assigned by the Submitter
ISA14	Acknowledgment Requested	Assigned by the Submitter
ISA15	Usage Indicator	P, T (Production or Test indicator)
ISA16	Component Element Separator	Assigned by the Submitter
GS01	Functional Identifier Code	Populated by Submitter
GS02	Application Sender's Code	SC MEDICAID-assigned Trading Partner ID*
GS03	Application Receiver's Code	SCMEDICAID*
GS04	Date	Populated by Submitter
GS05	Time	Populated by Submitter
GS06	Group Control Number	Assigned by the Submitter
GS07	Responsible Agency Code	X
GS08	Version/Release/Industry Identifier Code	Version indicated by Companion Guide

* If the provider is using a Value Added Network, then the GS02 and GS03 could differ from the ISA06 and ISA08.

Example 1B – Enveloping X12 Outbound Transactions

Segment Identifier	Data Element	Description
ISA01	Authorization Info Qualifier	00
ISA02	Authorization Information	Blanks
ISA03	Security Information Qualifier	00
ISA04	Security Information	Blanks
ISA05	Interchange ID Qualifier	ZZ (indicating mutually defined qualifier)
ISA06	Interchange Sender ID	SCMEDICAID
ISA07	Interchange ID Qualifier	ZZ
ISA08	Interchange Receiver ID	SC MEDICAID-assigned Trading Partner ID
ISA09	Interchange Date	Populated by SC MEDICAID
ISA10	Interchange Time	Populated by SC MEDICAID
ISA11	Interchange Controls Standards ID	U
ISA12	Interchange Control Version Number	00401
ISA13	Interchange Control Number	Assigned by SC MEDICAID
ISA14	Acknowledgment Requested	Assigned by the Submitter
ISA15	Usage Indicator	P, T (Production or Test indicator)
ISA16	Component Element Separator	Populated by SC MEDICAID
GS01	Functional Identifier Code	Populated by SC MEDICAID
GS02	Application Sender's Code	SCMEDICAID*
GS03	Application Receiver's Code	SC MEDICAID-assigned Trading Partner ID*
GS04	Date	Populated by SC MEDICAID
GS05	Time	Populated by SC MEDICAID
GS06	Group Control Number	Assigned by SC MEDICAID
GS07	Responsible Agency Code	X
GS08	Version/Release/Industry Identifier Code	Populated by SC MEDICAID

* If the provider is using a Value Added Network, then the GS02 and GS03 could differ from the ISA06 and ISA08.

Trading Partner Enrollment Form Instructions

The purpose of the *Trading Partner Enrollment Form* is to enroll all EDI Trading Partners. It is important that instructions are followed and that all required information is completed. Incomplete forms will be returned to the applicant, thus delaying the enrollment process.

Completing and Submitting Your Enrollment Request

Please mail completed forms to SC Medicaid Trading Partner Enrollment, PO Box 17, Columbia, SC, 29202, or fax to (803) 870-9021. The field descriptions in the table below and the form on the next page will aid in completing the form.

Form Field Name	Instructions for Field Completion
Date	Enter today's date.
Action Requested:	Indicate the action to be taken on the enrollment form.
New Trading Partner ID	1. To apply for a new Trading Partner ID, check New Trading Partner ID .
Change	2. To change Trading Partner information, check Change .
Cancel	3. To cancel your enrollment, check Cancel .
Trading Partner Name	Enter the name of the entity that will be submitting/receiving electronic transactions with SC MEDICAID.
Trading Partner ID	The Trading Partner ID is assigned by SC MEDICAID to identify Trading Partners to our system.
Medicaid Provider ID Number	If the Trading Partner is a provider, enter the SC MEDICAID-assigned Medicaid Provider ID Number.
Federal Tax ID #	Enter the Trading Partner's Federal Tax Identification Number.
Start Date	Indicate, in mm/dd/ccyy format, the date the Trading Partner plans to begin transaction testing with SC MEDICAID.
End Date	If this form is being used to cancel an account, indicate, in mm/dd/ccyy format, the date the Trading Partner intends to terminate its Trading Partner account.
SC Medicaid Web-Based Claims Submission Tool	For Trading Partners requesting access to the tool, please check box.
Protocol	Check FTP
Service Address	Enter the Trading Partner's complete address (including street, city, state and zip) that is the physical location for your business.
Billing Address	If different from the service address, enter the Trading Partner's billing (or mailing) address (including street, city, state and zip).
Primary Contact Information	Enter the name, e-mail address, telephone number and fax number of the Trading Partner's primary contact. This is the person SC MEDICAID will contact if there are questions regarding the enrollment or future questions about the account.
Technical Contact Information	Enter the name, e-mail address, telephone number and fax number of the Trading Partner's technical contact. This is the person SC MEDICAID will contact if there are technical questions or problems.
Transaction Volume Estimates	Mark yes (Y) or no (N) for each transaction. If you mark yes, indicate the average number of transactions you anticipate submitting / receiving each week.

Sample Trading Partner Enrollment Form

Mail to: SC Medicaid TPA, PO Box 17, Columbia, SC 29202

Date: _____

Action Requested: ☐ New Trading Partner ID
(Check One) ☐ Change ☐ Cancel

Trading Partner Name: _____

Trading Partner ID: _____
(If Applicable)

Medicaid Provider ID No.: _____

Federal Tax ID No.: _____

Start Date: _____ (mm/dd/ccyy) End Date: _____ (mm/dd/ccyy)
(Required when canceling an account)

SC Medicaid Web Based Claims Submission Tool: ☐

Protocol: (Check One) ☐ SecureFTP ☐ WS_FTP Pro ☐ Tapes ☐ CD
☐ Diskette ☐ 9-Track Cartridge

Service Address

Address 1: _____

Address 2: _____

City/State/Zip: _____

Billing Address (If different from the Service Address)

Address 1: _____

Address 2: _____

City/State/Zip: _____

Primary Contact Information

First / Last Name: _____ E-Mail: _____

Telephone: (____) ____-____ ext. ____ Fax: (____) ____-____

Primary Technical Contact Information

First / Last Name: _____ E-Mail: _____

Telephone: (____) ____-____ ext. ____ Fax: (____) ____-____

Transaction Volume Estimates

Transmission*	Y/N**	Avg. Trans†	Transmission*	Y/N**	Avg. Trans†
ASC X12N 820 (004010X061A1)	<input type="checkbox"/>	/wk	ASC X12N 834 (004010X095A1)	<input type="checkbox"/>	/wk
ASC X12N 270 (004010X092A1)	<input type="checkbox"/>	/wk	ASC X12N 837I(004010X098A1)	<input type="checkbox"/>	/wk
ASC X12N 271 (009010X092A1)	<input type="checkbox"/>	/wk	ASC X12N 837P(004010X097A1)	<input type="checkbox"/>	/wk
ASC X12N 276 (004010X093A1)	<input type="checkbox"/>	/wk	ASC X12N 837D (004010X096A1)	<input type="checkbox"/>	/wk
ASC X12N 277 (004010X093A1)	<input type="checkbox"/>	/wk	ASC X12N 835 (004010X094A1)	<input type="checkbox"/>	/wk
ASC X12N 278 (004010X094A1)	<input type="checkbox"/>	/wk			

SC Medicaid EDI Support Center Use Only

Submitter ID: _____ Date: _____

If your business is authorized to send or receive transactions on behalf of another entity, please provide the entity's name, Medicaid ID Number, Federal Tax Identification Number and the state of the Service/Physical Address (this is required for 835 transactions).

[illegible]

If you would like to provide additional contact information, please do so on this page. On the description line give a brief explanation or purpose for the additional contact.

1st Additional Contact Information

Description: _____	
First / Last Name: _____	E-Mail: _____
Telephone: () ____ - ____ ext. _____	Fax: () ____ - ____
Technical Contact Information	
First / Last Name: _____	E-Mail: _____
Telephone: () ____ - ____ ext. _____	Fax: () ____ - ____

2nd Additional Contact Information

Description: _____	
First / Last Name: _____	E-Mail: _____
Telephone: () ____ - ____ ext. _____	Fax: () ____ - ____
Technical Contact Information	
First / Last Name: _____	E-Mail: _____
Telephone: () ____ - ____ ext. _____	Fax: () ____ - ____

3rd Additional Contact Information

Description: _____	
First / Last Name: _____	E-Mail: _____
Telephone: () ____ - ____ ext. _____	Fax: () ____ - ____
Technical Contact Information	
First / Last Name: _____	E-Mail: _____
Telephone: () ____ - ____ ext. _____	Fax: () ____ - ____

4th Additional Contact Information

Description: _____	
First / Last Name: _____	E-Mail: _____
Telephone: () ____ - ____ ext. _____	Fax: () ____ - ____
Technical Contact Information	
First / Last Name: _____	E-Mail: _____
Telephone: () ____ - ____ ext. _____	Fax: () ____ - ____

5th Additional Contact Information

Description: _____	
First / Last Name: _____	E-Mail: _____
Telephone: () ____ - ____ ext. _____	Fax: () ____ - ____
Technical Contact Information	
First / Last Name: _____	E-Mail: _____
Telephone: () ____ - ____ ext. _____	Fax: () ____ - ____

Additional Resources

The SC Medicaid EDI Support Center will provide Companion Guides, which outline specific requirements to be used in submitting HIPAA ASC X12N transactions to SC MEDICAID. For information, contact the support center toll-free at 1-888-289-0709 or the EDI HIPAA website at www.scmehicaidprovider.org

For Trading Partner Agreements and Enrollment Forms: Go to www.scmehicaidprovider.org, click on **EDI Resources**, then click on **Forms**. Mail to the address on the form and you will be contacted when your submitter ID is assigned.

For The Technical User Guide (Communications Guide): Go to the above Web address, click on **EDI Resources**, then click on the **TP Enrollment** link, then on the **Communication Guide** link.

For SC Medicaid Companion Guide: Go to the Web address above, click **EDI Resources**, then on **SC Companion Guides** link, then on the specific X12 transaction. This guide is the state-specific implementation guide for SC Medicaid HIPAA Specifications. Use in conjunction with the government HIPAA Implementation Guides.

For the X12 Implementation Guides (IG): Go to the Washington Publishing Company at http://www.wpc-edi.com/hipaa/HIPAA_40.html.

For National Provider Identifier – NPI: Go to the National Plan and Provider Enumeration System (NPPES) at <https://nppes.com.hhs.gov> or call (800) 465-3203 or (800) 692-2326 (TTY), or E-mail Customerservice@npienumerator.com, or write to NPI Enumerator, PO Box 6059, Fargo, ND 58108-6059.

For Taxonomy Codes: Go to the Washington Publishing Company at <http://www.wpc-edi.com/codes/taxonomy>.

Sharing your NPI: Providers have the responsibility of informing payers and plans of their NPI. To share your NPI with SC Medicaid, you can register online at <https://secure.dhhs.state.sc.us/npi/index.asp>. or send a copy of your NPI enumeration document to: Medicaid Provider Enrollment, PO Box 8809, Columbia, SC 29202-8809; Fax: 803-870-9022 or e-mail to provider.enrollment@bcbssc.com.

EDI Support Center: Phone 1-888-289-0709, and Fax 803-870-9021

TESTING PROCEDURES

Overview

Becoming HIPAA compliant will require that most healthcare payers, clearinghouses and providers make significant changes to their existing Electronic Data Interchange (EDI) processes. Process change inevitably includes testing for results validation. This testing can be one of the most time-consuming efforts in the development cycle. SC MEDICAID expects the following approach will optimize test time and expedite our Trading Partners' transition from test to production status.

Testing

The following must be performed for each different transaction type that a Trading Partner is approved to submit to SC MEDICAID.

Test Step	Description
Test Plan	The SC Medicaid EDI Support Center and the Trading Partner will agree to a predefined set of test data with expected results. The matrix will vary by transaction and Trading Partner. Also, we will develop a plan for test-to-production transition that considers volume testing and transaction acceptance ratios.
Security	The SC Medicaid EDI Support Center will verify approved Trading Partners have a valid User ID and password.
Connectivity and Transmission Integrity	SC Medicaid EDI Gateway-supported connectivity protocols are outlined in the "Understanding Access to SC Medicaid" section of this manual. This first level of testing is complete when the Trading Partner has successfully sent to and received from SC Medicaid EDI Gateway a test file via one of the SC Medicaid EDI Gateway-supported connectivity options. The SC Medicaid EDI Support Center suggests the Trading Partner limit transactions to small volume (one percent of estimated daily transactions) for this test phase.
Transaction Validation	The SC Medicaid EDI Support Center will verify that approved Trading Partners are submitting transactions allowed per our enrollment applications.
Data Integrity	Data integrity is determined by X12 and HIPAA Implementation Guide (IG) Level 4 compliance edits performed by the SC Medicaid EDI Gateway translator. The SC Medicaid EDI Support Center will ask a Trading Partner to first submit low volume files. When these are successfully processed, the SC Medicaid EDI Support Center will ask for larger volume files (five percent of estimated daily transactions). The SC Medicaid EDI Gateway returns transmission acknowledgement and edit result response transactions from this process. The Trading Partner should correct transactions reported as errors and resubmit them. Data integrity testing is successfully completed when the Trading Partner's data has no compliance errors; i.e., achieves 100% acceptance.
Acknowledgement and Response Transactions	Trading Partners must demonstrate the ability to receive acknowledgement and response transactions. The SC Medicaid EDI Gateway expects Trading Partners will also implement balancing or reconciliation processes and report transmission discrepancies to us immediately.
Results Analysis	SC Medicaid EDI Support Center and the Trading Partner will review acknowledgement and response transactions for consistency with the predefined expected results.

Inbound Responses

The SC Medicaid EDI Gateway will return a ASC X12 997 to the Trading Partner in response to every authorized inbound ASC X12N transaction. The ASC X12 997 reports functional group transaction set acknowledgement and Implementation Guide Edit results.

Outbound Responses

Any time a SC Medicaid EDI Gateway Trading Partner receives a non-acknowledgment transaction, a 997 acknowledgement is expected. (See How to Read a 997 Functional Acknowledgement.)

Transition from Test to Production Status

The Trading Partner must complete testing for each of the transactions it will implement and shall not be allowed to exchange data with SC MEDICAID in production mode until testing is satisfactorily passed. SC MEDICAID will accept certification from any third-party testing and certification entity that has been identified by the Workgroup for Electronic Data Interchange, Strategic National Implementation Process (WEDI/SNIP) in lieu of a Trading Partner being tested by SC MEDICAID. Such certification must be at least level 4 as defined by WEDI.

When the test results have been satisfied, the Trading Partner's submission status will be changed from test to production. At this time, the Trading Partner can begin to send production transaction data to SC MEDICAID.

Privacy

SC MEDICAID and our Trading Partners are committed to protecting the privacy of patient information.

How To Read a 997 Functional Acknowledgement

Part of the testing as well as the production procedures will be to retrieve a valid 997 functional acknowledgment for your claims submission. Below is a sample of a 997 and a description of the fields you will need to be able to read in order to determine if your submission was successful. Please note that the following record has been reformatted for the purpose of identifying the segments you will need to use.

In this 997 Functional Acknowledgement we are told that the CLM segment has data element errors, in that the data element has an invalid value in the 5th element of the segment, and that the invalid value is '01'. This error would need to be corrected and then resubmitted.

```
ISA*00*      *00*  *ZZ*745698161      *ZZ*501000011
*030130*1454*U*00401*000000003*0*T*:
~GS*FA*745698161*501000011*20030130*145444*3*X*004010X098A1
~ST*997*3001
~AK1*HC*134
~AK2*837*000000001
```

~AK3*CLM*19**8 The AK3 Segment reports any segment errors
 `AK3' is the segment name
 `CLM' (AK301) position of the error
 `8' (AK304) segment error code (see
 Implementation Guide for all error codes)

~AK4*5:1**7*01 The AK4 Segment reports any element errors
 `AK4' is the segment name
 `5:1' (AK401) position of the error in segment
 `7' (AK403) data element error code (see the
 Implementation Guide for all error codes)
 `01' (AK404) displays erroneous data element

~AK5*R*5 The AK5 Segment is the Transaction Set Response
 `AK5' is the segment name
 `R' (AK501) indicates Rejection or Acceptance
 of transaction
 `5' (AK502) syntax error code (see the
 Implementation Guide for all error codes)

~AK9*R*1*1 The AK9 Segment is the Functional Group
 `AK9' is the segment name

`R' (AK901) indicates Acceptance or Rejection
of functional group

`1' (AK902) indicates the number of
transaction set in the group

`1' (AK903) indicates the number of received
transaction sets.

` ' (AK904) indicates the number of accepted

~SE*20*3001

~GE*1*3

~IEA*1*000000003

When a 997 indicates a failed file, you can also open the accompanying Trace file and do a search on "error" to see the list of error messages.

In this 997 Functional Acknowledgement we are told that the file was accepted for processing because the AK5 and AK9 both have an A.

ST*997*268001

AK1*HC*368

AK2*837*5239

AK5*A*5

AK9*A*1*1

For more detailed information on the 997 Functional Acknowledgment, please refer to Appendix B of the appropriate Implementation Guide.

COMMUNICATION PROTOCOLS

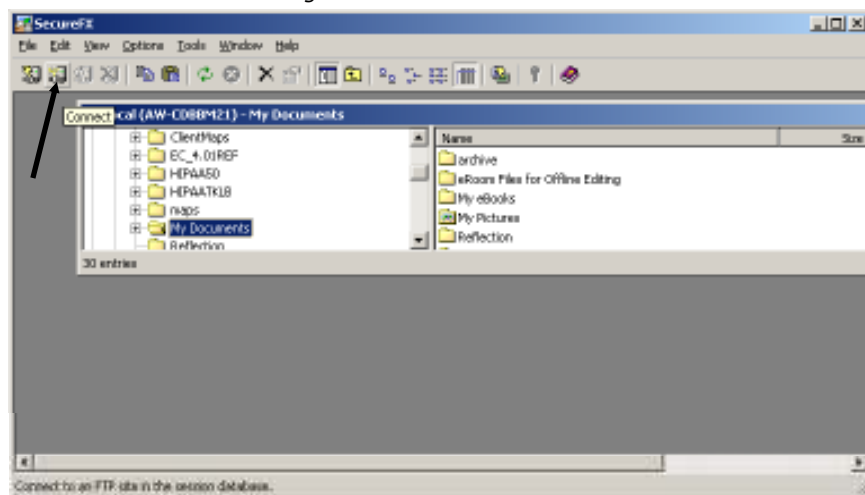
File Transfer Protocol (FTP)

The File Transfer Protocol (FTP) currently offered by the SC Medicaid EDI Support Center is an Internet connection. There are two recommended FTP software packages, SecureFTP or WS_Pro 8.0 (or higher). Both SecureFTP and WS_Pro 8.0 offer a secure connection (SSH Level 2 - Secure Shell), which is a requirement for connecting to the Gateway. These are commercial software programs. These packages come with product support for easy installation, implementation and use. They are also user-friendly through the use of a graphical user interface. This section includes instructions on connecting to the secure server via SecureFTP and WS_FTP Pro 8.0 once the software is installed.

Using SecureFTP

The following describes setting up a connection to the server and uploading and downloading files using SecureFTP, which is recommended.

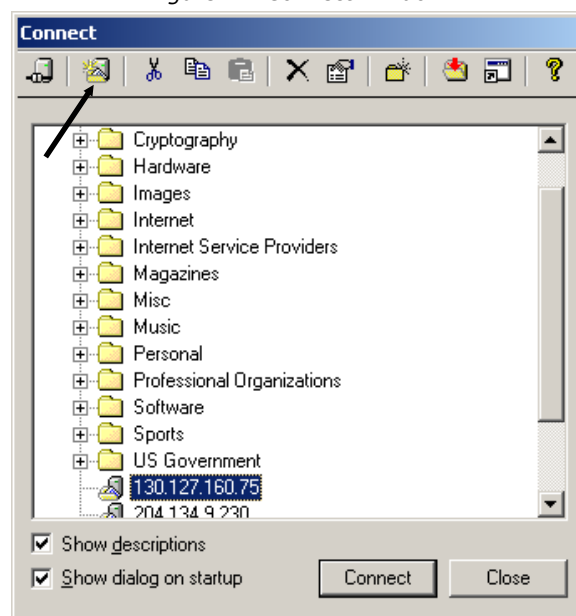
Figure 1 – SecureFX Window



Logging on with SFTP

1. Open SecureFX.exe.
2. Click on the Connect icon on the toolbar shown in *Figure 1*.

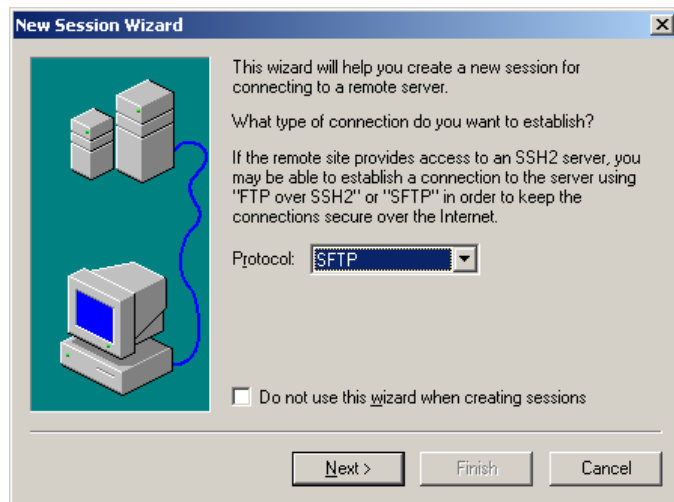
Figure 2 – Connect Window



3. A Connect dialog box will open so a session can be created. To create a session, click on the New Session icon on the toolbar, as shown in *Figure 2*.

4. Creating a session will prompt a session wizard. Step 1 in the New Session Wizard window requires the protocol to be set. Set protocol to FTP over SFTP as shown in *Figure 3*, then click **Next >**.

Figure 3 – Create Secure Connection

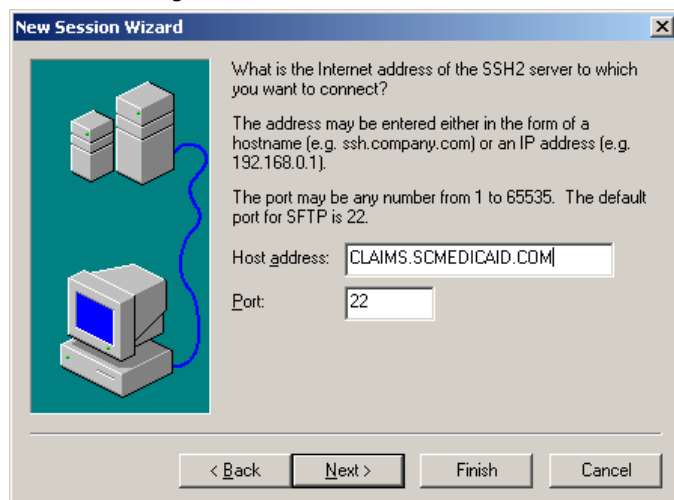


5. Enter **"CLAIMSTEST.SCMEDICAID.COM"** for test or **CLAIMS.SCMEDICAID.COM** for production in the **Host address** field, and then click **Next >**.

Please note that the Port field defaults to 22 for SFTP protocol as shown in *Figure 4*.

*We recommend setting up two connections, one for Test and one for Production.

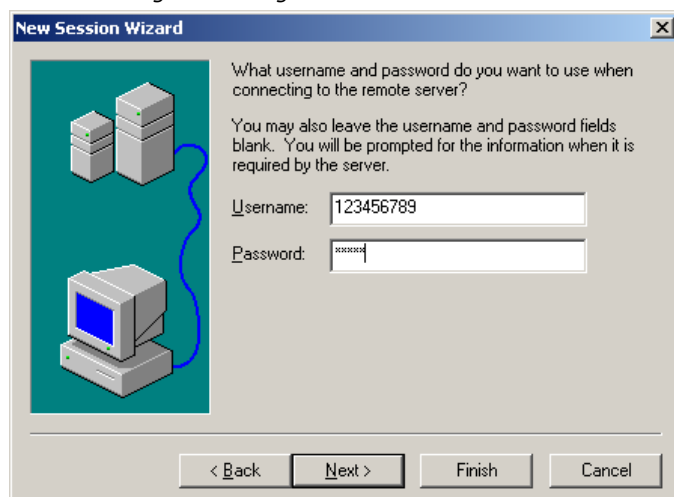
Figure 4 - Connection to IP Window



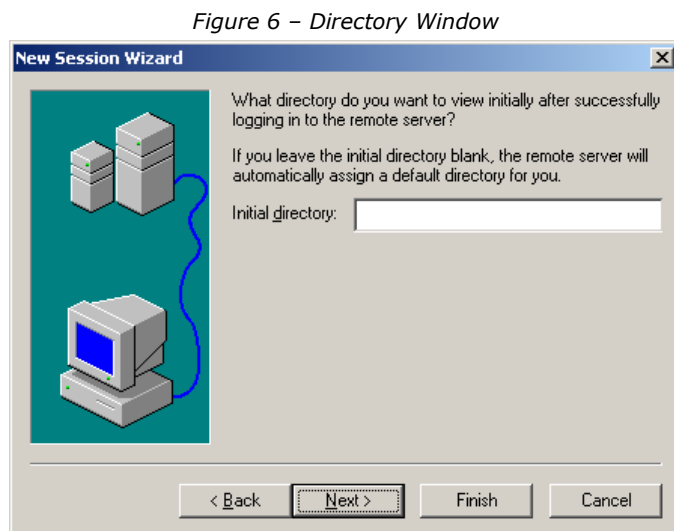
6. Enter **Trading Partner ID** in **UPPERCASE** and **password** in **lowercase** (already assigned) as shown in *Figure 5* and then click **Next >**.

Please note that the "123456789" shown in *Figure 5* is only an example of a Trading Partner ID.

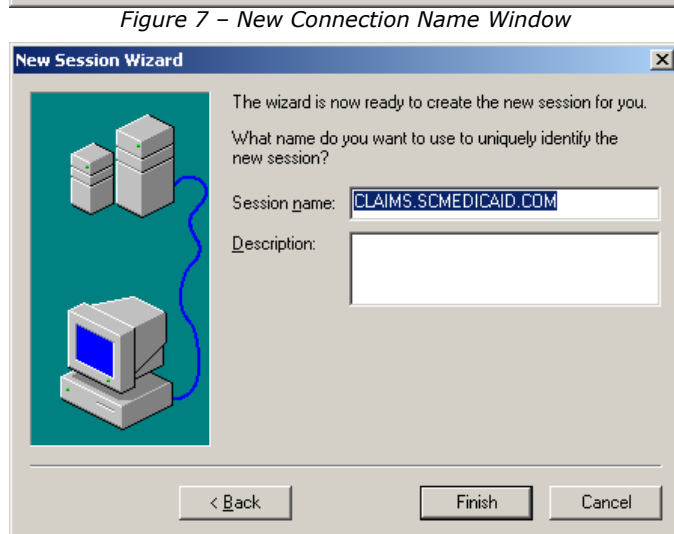
Figure 5 – Login and Password Window



7. Select a specific **local directory** to default to upon opening (or you can leave this field blank), and then click **Next >** (Figure 6).



8. Rename the newly created connection (if preferred), and then click **Finish**, as in Figure 7. (We recommend setting up two connections, one for test and one for production.)



9. Once finished, the connection screen will display with the newly created connection included in the window, as shown in Figure 8.
10. Click on (highlight) the new connection **CLAIMS.SCMEDICAID.COM** or **CLAIMSTEST.SCMEDICAID.COM**, and then click **Connect**.

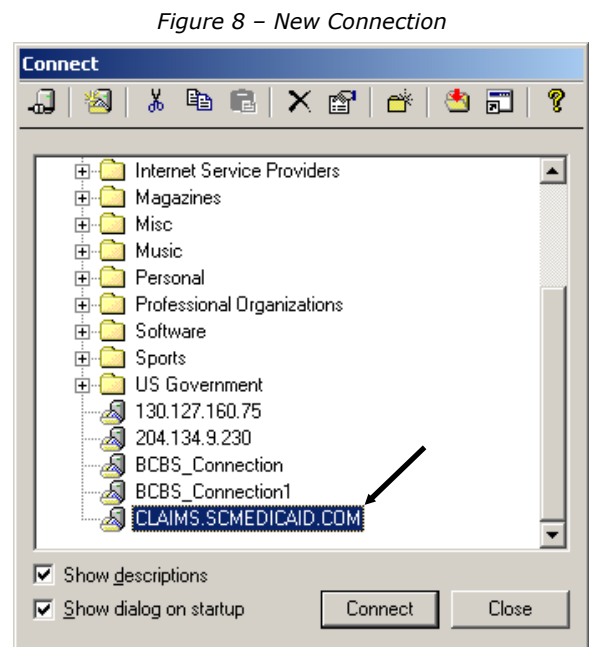
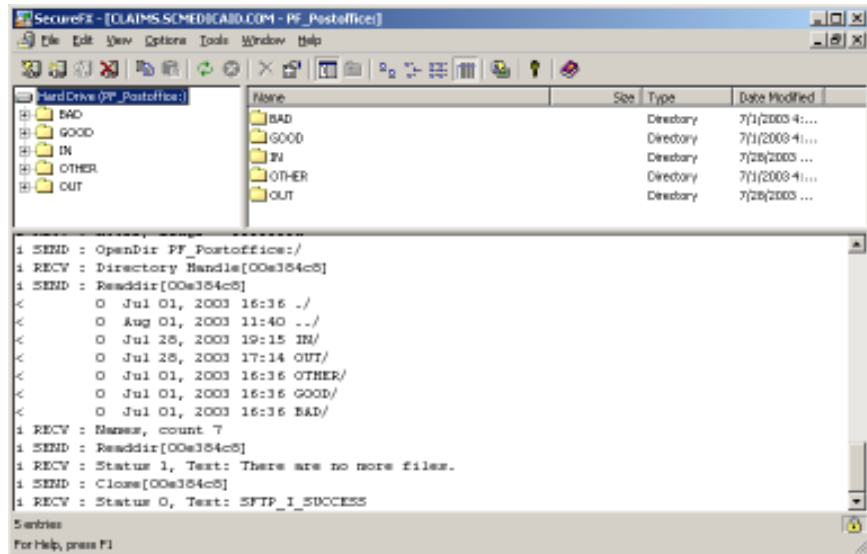


Figure 9 – Screen Display When Connection is Established

11. The IP address - PF_Postoffice window will display (Figure 9), which signifies an established connection.



Downloading Files Using SecureFTP (pulling files from SC Medicaid)

1. Change directories to the outbound mailbox by selecting the **OUT** folder in the new connection box. This will list the files available for download.
2. Once in the **OUT** folder, select all the processed files.
3. Right click on the file and select **Download**, as shown in Figure 10. (To select more than one file, hold down the control key while highlighting.)
4. After **Download** is selected, a local explorer dialog box displays (Figure 11), in which the Trading Partner will store processed file(s) locally.

Figure 10- Download Functional Acknowledgment

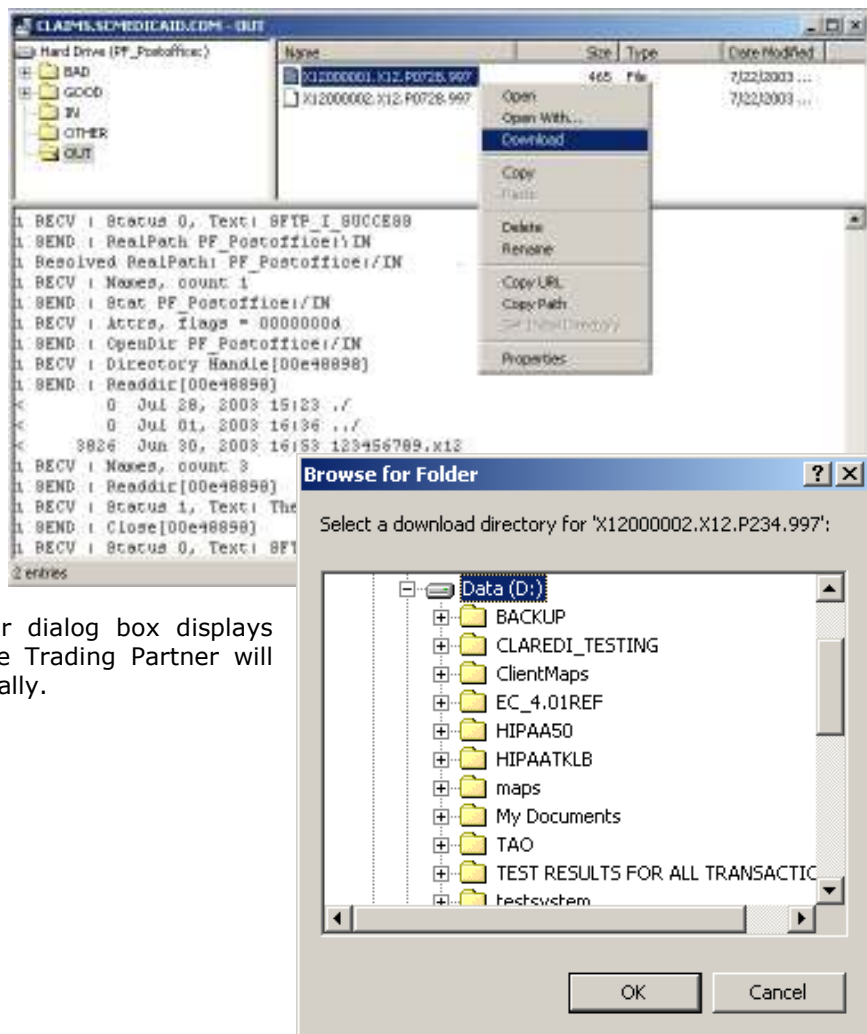


Figure 11 – Local Directory

- After selecting a local directory, *Figure 12a* will display with a prompt (*Figure 12b*) for transfer type. Select **ASCII (text)** and then click **OK**. This will move the file off the FTP server and into the specified location. Delete the file off the server once it is retrieved.

Figure 12b – Choose Transfer Type

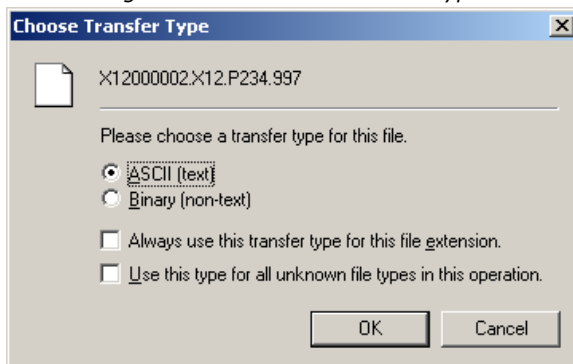
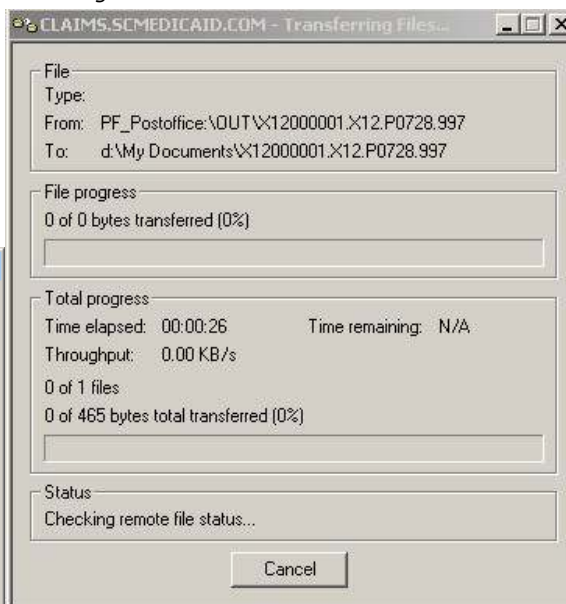


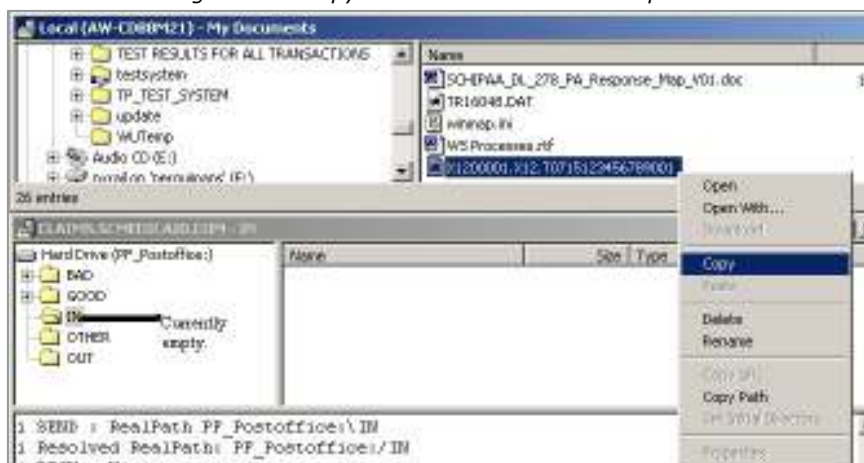
Figure 12a - Download Transfer Window



Uploading Files Using SecureFTP (Sending files to SC Medicaid)

- Go to your local directory and select the X12 EDI Transmission file, right click on the file and select **Copy** (*Figure 13*).

Figure 13 – Copy EDI Transmission File to Upload



- After the file is copied, go to the connected directory (**CLAIMSTEST.SCMEDICAID.COM** or **CLAIMS.SCMEDICAID.COM**) and paste the file into the **IN** folder.

- Upon passing the file into the connection directory, *Figure 14a* will display, with a prompt (*Figure 14b*) for transfer type. Select **ASCII (text)** and then click **OK**. This will move the file off the local directory to the server **IN** folder.

Figure 14a – Upload Transfer

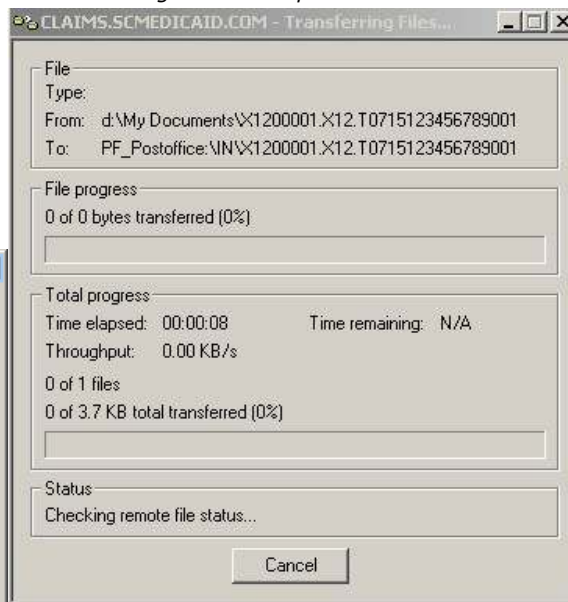


Figure 14b – Choose Transfer Type

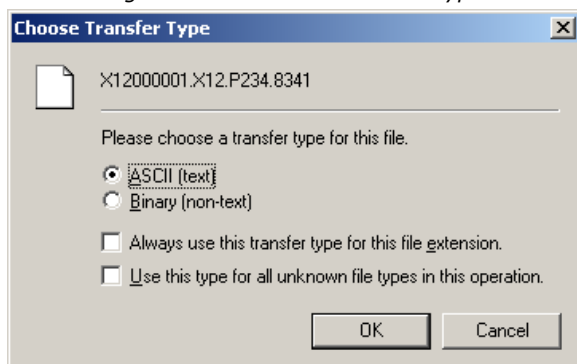
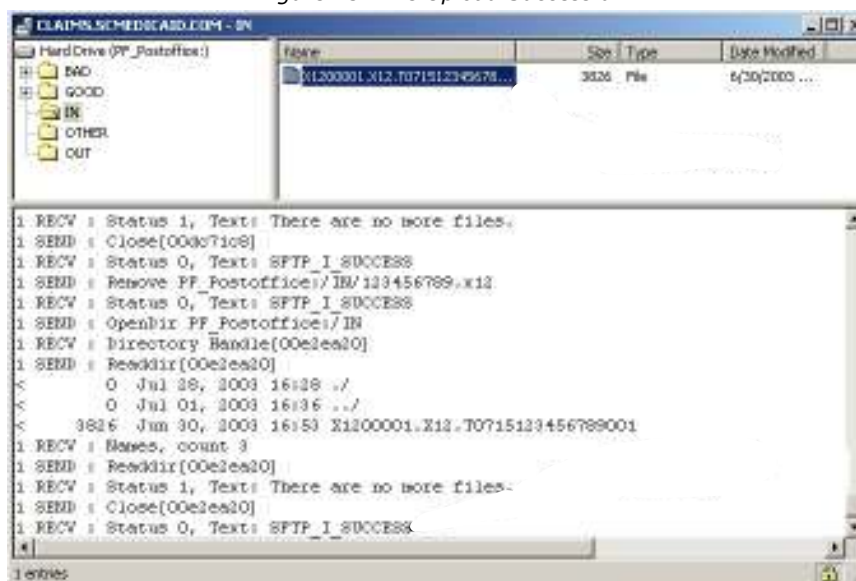


Figure 15– File Upload Successful

- Once the upload is complete, the new EDI Transmission file will now be in the **IN** folder of the **CLAIMSTEST.SCMEDICAID.COM** or **CLAIMS.SCMEDICAID.COM** connection directory. After the file has been successfully uploaded, you will receive a message on the bottom of the connection screen, as shown in *Figure 15*.



- To exit the new connection, close the connection window. To exit SecureFTP, go to **File** on the toolbar and select **Exit**.

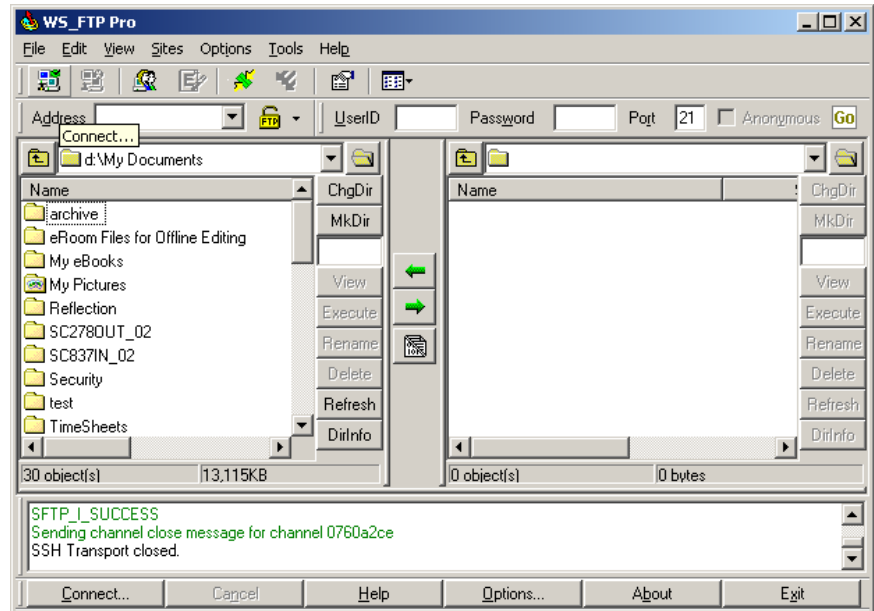
Using WS_FTP Pro 8.0

The following describes setting up the connection to the server and uploading and downloading files using WS_FTP Pro 8.0.

Logging onto SC MEDICAID Using WS_FTP Pro 8.0

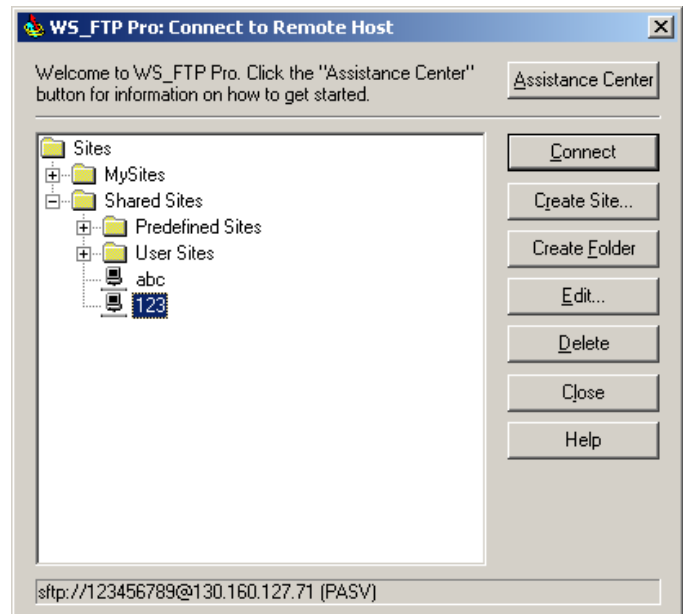
1. Open WS_FTP Pro.exe.
2. Click the Connect icon on the toolbar, as shown in *Figure 16*.

Figure 16 – WS_FTP Screen



3. This will prompt the Connect to Remote Host dialog box (*Figure 17*).

Figure 17 – Connect Screen



4. Click **Create Site** to create initial connection.

5. The WS_FTP Pro Site Profile Wizard will display (Figure 18). Give a name to the new connection, as shown in Figure 18, and then click **NEXT >**. (We recommend setting up a test and production connection.)

Figure 18 – Connection Wizard

The screenshot shows the 'Profile Name' step of the WS_FTP Pro Site Profile Wizard. The title bar reads 'WS_FTP Pro Site Profile Wizard'. The main heading is 'Profile Name'. Below it, a text box contains the text: 'In this step you choose a name for your new site profile, and decide where in the site list to save it. You may always rename it or move it later.' There is a 'Name:' label followed by a text input field containing 'CLAIMS.SCMEDICAID.COM'. Below that is a label 'Where do you want to save the new site profile?' followed by a dropdown menu showing 'Shared Sites' and a 'Browse ...' button. At the bottom are five buttons: '< Back', 'Next >', 'Finish', 'Cancel', and 'Help'.

6. Enter **"CLAIMSTEST.SCMEDICAID.COM"** for test or **"CLAIMS.SCMEDICAID.COM"** for production in the **Host Address** field (Figure 19), and then click **NEXT >**.

Figure 19 – Assign Host Address

The screenshot shows the 'Host Address' step of the WS_FTP Pro Site Profile Wizard. The title bar reads 'WS_FTP Pro Site Profile Wizard'. The main heading is 'Host Address'. Below it, a text box contains the text: 'Enter the Host Address of the server you want to connect to. Usually these addresses start with ftp and continue with the domain where they belong, like ftp.ipswitch.com. Or they may be a sequence of numbers like 192.168.100.1'. There is a 'Host Address:' label followed by a text input field containing 'CLAIMS.SCMEDICAID.COM'. At the bottom are five buttons: '< Back', 'Next >', 'Finish', 'Cancel', and 'Help'.

7. Enter **Trading Partner ID in UPPERCASE** and **password in lowercase** (already assigned) as shown in Figure 20, then click **NEXT >**.

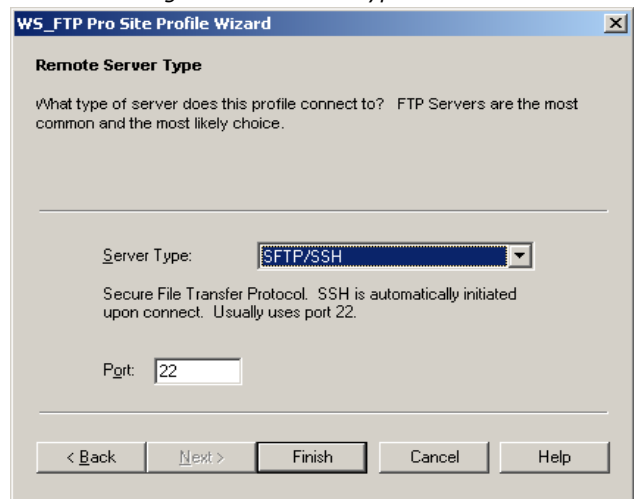
Please note that the "123456789" shown in Figure 20 is only an example of a test Trading Partner ID.

Figure 20 – Log On Window

The screenshot shows the 'Login Credentials' step of the WS_FTP Pro Site Profile Wizard. The title bar reads 'WS_FTP Pro Site Profile Wizard'. The main heading is 'Login Credentials'. Below it, a text box contains the text: 'Enter your User ID and Password. These would have been provided to you by your ISP or administrator. When logging in anonymously, it is customary to use your email address as the password. Very few FTP servers require the Account field. You may store your password now, later, or enter it whenever you connect.' There are three text input fields: 'User Id:' containing '123456789', 'Password:' containing 'xxxxxx', and 'Account:' which is empty. To the right of these fields are three checkboxes: 'Anonymous' (unchecked), 'Save Password' (checked), and 'Save Account' (checked). At the bottom are five buttons: '< Back', 'Next >', 'Finish', 'Cancel', and 'Help'.

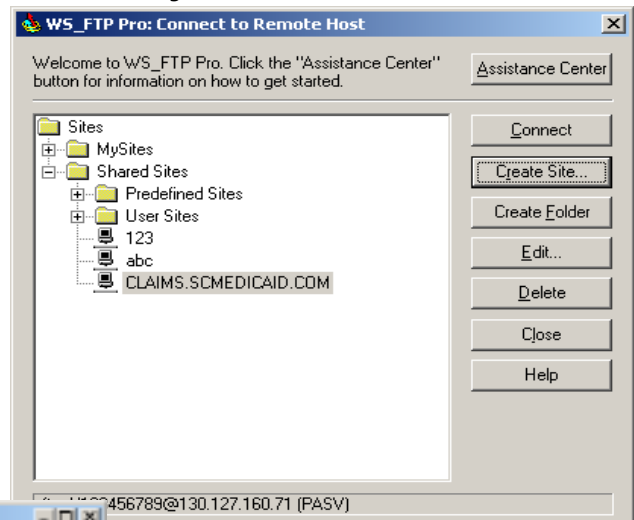
8. Enter **SFTP/SSH** for valid Server Type (Figure 21). The **default Port is 22**. Click **Finish**.

Figure 21 – Server Type Window



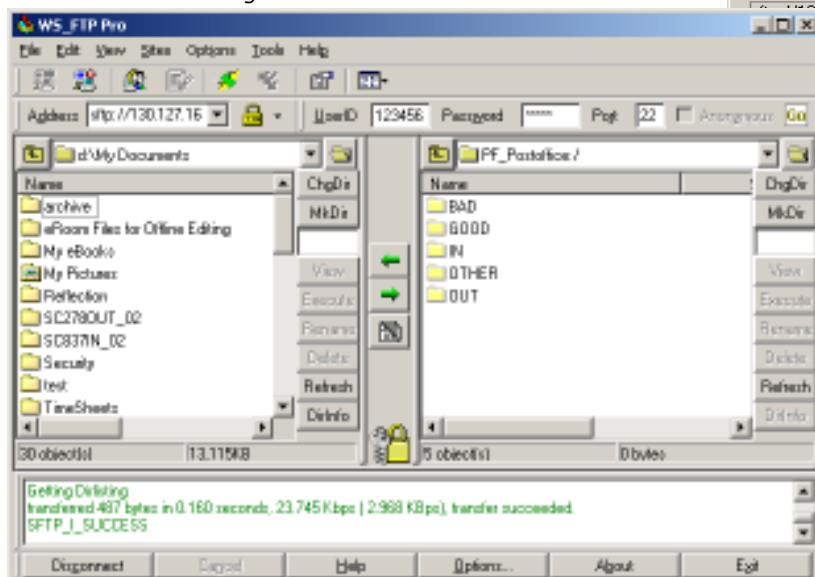
9. A connection is created. Select the connection name, **CLAIMSTEST.SCMEDICAID.COM** or **CLAIMS.SCMEDICAID.COM** (Figure 22) and click **Connect**.

Figure 22 – Connection Window



10. A connection is established, as shown in Figure 23.

Figure 23 – Connection Established



Downloading Files Using WS_FTP Pro 8.0 (Pulling files from SC Medicaid)

Figure 24 – Download Window

1. Change directories to the outbound mailbox by selecting the **OUT** folder on the right side of the screen. This will list the files available for download (Figure 24).
2. Once in the **OUT** folder, select all the files needed for download (hold the CTRL key down to select more than one file).
3. Change the local directory (left side) where you want the files to go. Then click on the left arrow to transfer files.
4. Now file is downloaded to the local directory (Figure 25).

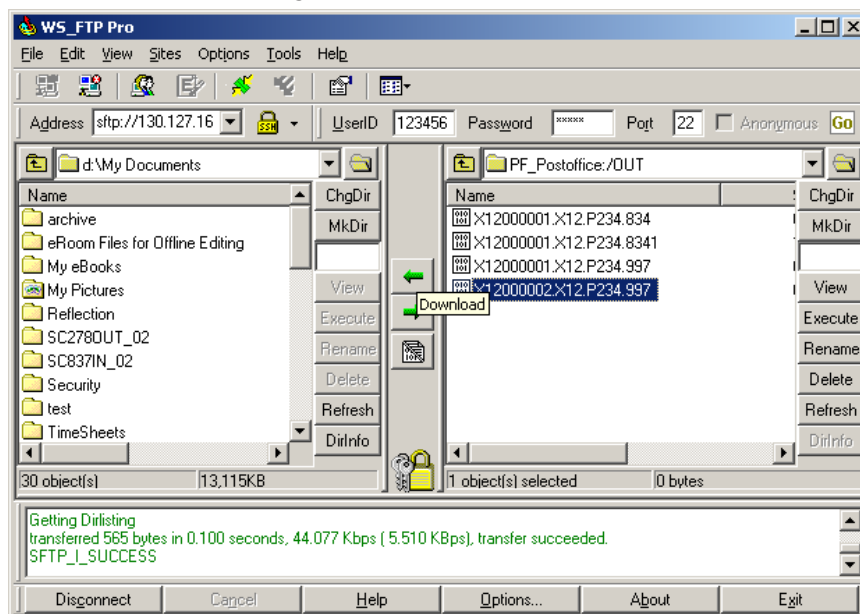
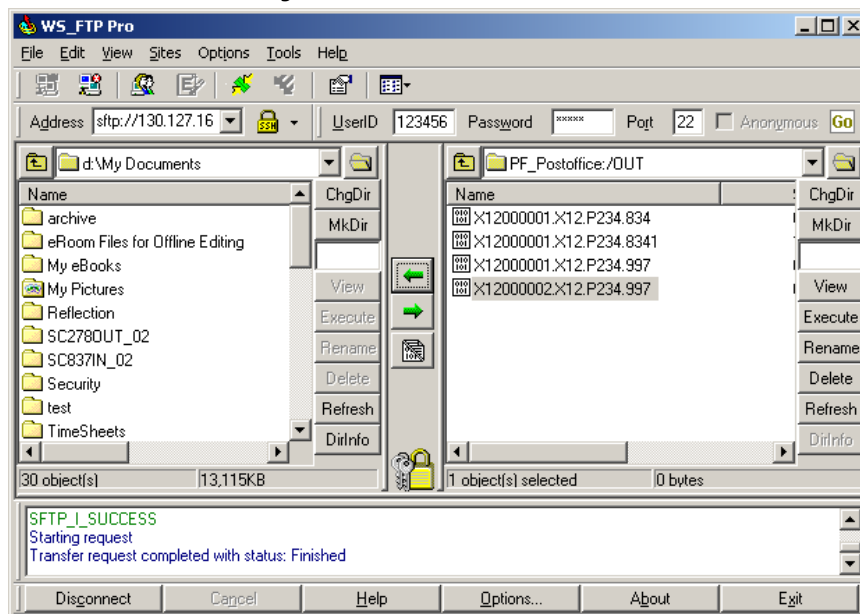


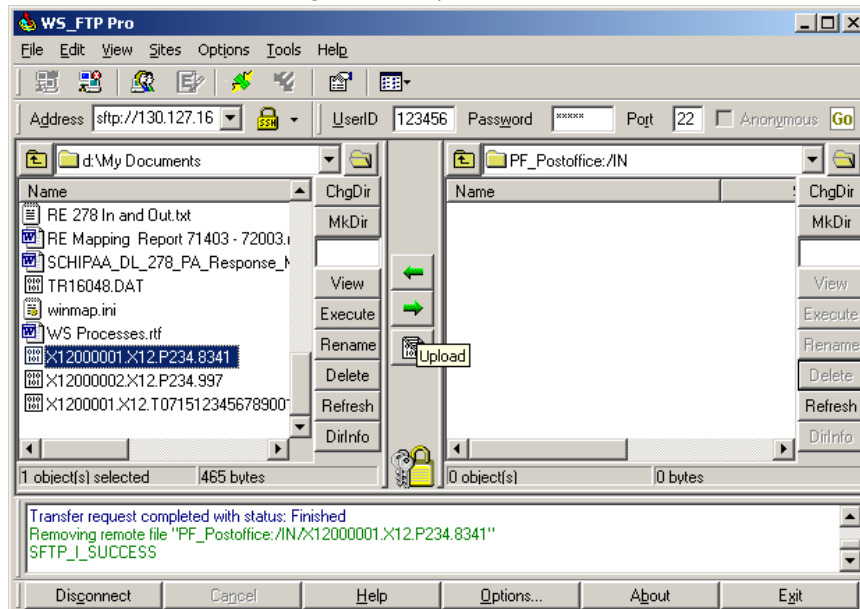
Figure 25 – Download Successful



Uploading Files Using WS_FTP Pro 8.0 (Sending files to SC Medicaid)

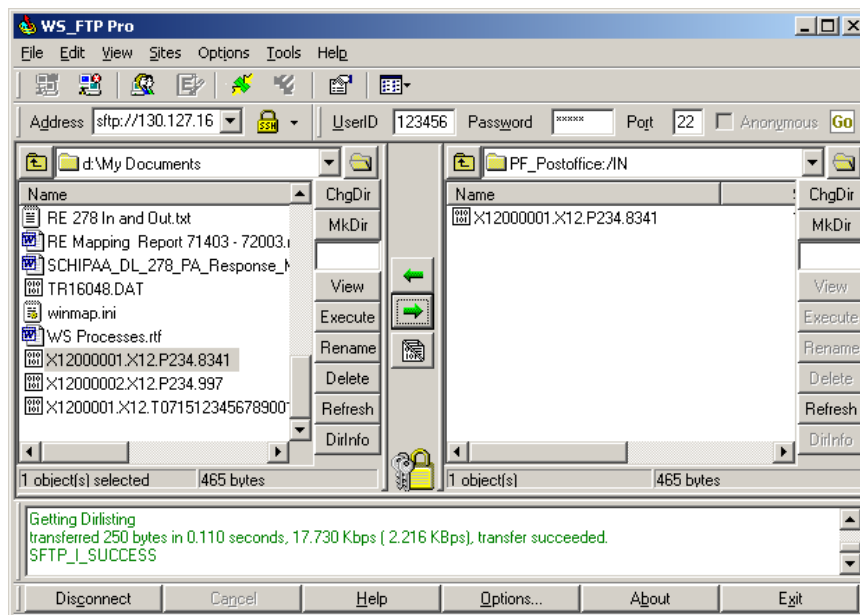
1. Go to the local directory (on left side of the screen) and select the X12 EDI Transmission file (Figure 26).

Figure 26 – Upload Window



2. Select (highlight) the **IN** folder on the right side of the screen.
3. Click the right arrow to transfer the file(s) onto the server.

Figure 27 –File Transfer Status



4. After the file is successfully uploaded there will be a message at the bottom of screen (Figure 27).
5. To terminate connection, click **Disconnect** at the bottom of the screen, then close the window.

USING THE WEB TOOL

The SC Medicaid Web-Based Claims Submission Tool (Web Tool) is currently offered by SC MEDICAID as a means for the entry of claims, individual eligibility requests, and claims status inquiry. There is no additional communication testing necessary for using the Web Tool. Internet access and meeting the below technical requirements is all that is required for use. The SCMWBCST User Guide will provide the information necessary to configure the tool for the submission of transactions to Web Tool.

To Request a Web Tool ID

- 1.) Download then complete a Trading Partner Agreement (TPA) for each provider ID, from www.scmehicaidprovider.org, click EDI Resources then click on Forms.
- 2.) Indicate on page 6 of the TPA that you want to use the Web Tool and indicate the number of user logins you will need. Each user will need his or her own login.
- 3.) If each user will need access to more than one provider ID, you will need to complete an enrollment form as well, listing all of the provider IDs you want linked to each user ID. This form is at the same location on our Website as above.
- 4.) You can download the Web Tool user guide from the website above by clicking the link for **SC Web-Based Claims Submission Tool**. There is also a **Quick Reference Guide** and **User Guide Addenda** on this page.
- 5.) Once we receive and process the TPA, we will mail your user logins back to you with the web tool address. Our turnaround is usually one to two weeks.
- 6.) We do offer free monthly web tool classes in Columbia South Carolina; you can register for these on our website under **Training Register Now**.
- 7.) If you cannot attend a training class we encourage you to use the Self-Paced Training Module in the Web Tool under the main menu. Click on **Reference Materials** then on **Self Paced Training Module**. You can then click on all modules or just the ones you will be using. You will need to wait for your login to access this module.

We also encourage you to download the User Guide for assistance, as we are not staffed to do phone training but will be glad to answer specific questions.

For questions and assistance call our Support Center at 888-289-0709 ext 1 or 3.

Technical Requirements

Internet Explorer 6.0 or higher

Enter your user ID in uppercase

Enter password in lowercase

Your Web Tool ID

Your ID will consist of nine digits, the first is W followed by five numbers, followed by a two digit state code, followed by a single digit. (W00000SC1), and will be keyed in uppercase. Your password will consist of nine digits which may be all numeric or alpha-numeric and will be keyed in lowercase. The password cannot be changed and never expires.

ADDITIONAL INFORMATION

ISA and Case Requirements

1. Trading Partners must envelope (ISA-IEA) different transactions separately.
2. SC MEDICAID's compliance edits reject the ISA-IEA content when any transaction within that ISA-IEA is not 100% compliant.
3. SC MEDICAID's processes will perform a case conversion (to UPPERCASE) on all EDI data.

Delimiter Rules

1. The delimiters for the inbound X12 transaction sets will be:

* Asterisk for data element separation

^ Caret for sub-element separation

CR/LF Carriage return and line feed for segment terminator (upon request the ~ Tilde can be used for those partners unable to process the CR/LF)

2. The delimiters set by SC MEDICAID for the outbound X12 transaction sets will be:

* Asterisk for data element separation

^ Caret for sub-element separation

CR/LF Carriage return and line feed for segment terminator (upon request the ~ Tilde can be used for those partners unable to process the CR/LF)

Transaction Processing Schedules

1. The Trading Partner will connect to the SC MEDICAID system and deliver files into its assigned electronic mailbox.
2. SC MEDICAID will query mailboxes on a recurring, daily, periodic basis and process the transactions as appropriate.
3. In response to the Trading Partner-delivered message, SC MEDICAID will deliver to the assigned electronic mailbox the appropriate response based on established processing schedules as outlined in the following Transaction Processing Log.

Transaction	Processing
Dental Claim: ASC X12N 837D 004010X097A1 - Health Care Claim: Dental	Within 15 minutes of receipt and return a 997 and Trace response.
Professional Claim: ASC X12N 837P 004010X098A1 - Health Care Claim: Professional	Within 15 minutes of receipt and return a 997 and Trace response.
Institutional Claim: ASC X12N 837I 004010X096A1 - Health Care Claim: Institutional	Within 15 minutes of receipt and return a 997 and Trace response.
Health Care Payment and Remittance Advice: ASC X12N 835 004010X091A1 - Health Care Payment/Advice	SC MEDICAID will provide in accordance with the provider checkwrite schedule each Tuesday.
Health Claim Status: ASC X12N 276/277 004010X093A1 - Health Care Claim Status Request and Response	SC MEDICAID will process 276 claim status responses at 2:30pm daily and deliver the 277 shortly thereafter.

Transaction	Processing
Eligibility for a health plan: ASC X12N 270/271 004010X092A1 - Health Care Eligibility Benefit Inquiry and Response. It is required that the 270 transaction contains no more than 99 patient requests within one ST-SE segment, and no more than 10,000 patient requests in the entire file, and no more than 10-15 transaction sets in a single batch file.	SC MEDICAID will process batch eligibility requests periodically throughout the day
Referral Certification and Authorization: ASC X12N 278 004010X094A1 - Health Care Services Review - Request for Review and Response	SC MEDICAID will return 278s by 6pm for files received by 5pm. Those received after 5pm will be returned by 6pm the following day.
Enrollment and Disenrollment in a Health Plan: ASC X12N 834 004010X095A1 - Benefit Enrollment and Maintenance	SC MEDICAID will generate 834s twice a month, once on the first of the month and again around the 20 th .
Health Plan Premium Payments: ASC X12N 820 004010X061A1- Payment Order/Remittance Advice	SC MEDICAID will generate 820s on the Tuesday proceeding the last Friday of the month.
Transmission Receipt Verification ASC X12 997 004010 - Functional Acknowledgment	SC MEDICAID will produce a 997 for all inbound transactions

- The Trading Partner is responsible for checking its assigned mailbox for files in accordance with the schedule. If a 997 response indicates the file failed, AK5 and AK9 equal R or P, open up the Trace file to search for the list of errors. Make the necessary corrections and resubmit the file. A 'P' indicates a partial error and only the claims within the specified ST-SE will need to be resubmitted. An 'R' indicates the entire file needs to be resubmitted.

Important Information about your EDI Mailbox

This mailbox belongs to SC Medicaid and you are given access via you submitter id for the sole purpose of sending and receiving HIPAA-compliant transactions. Submitters are not permitted to create sub-folders for personal use. Any such data will be removed immediately without notice to the submitter.

Transaction Retention in your EDI Mailbox

We will purge on the second day of each month, keeping one complete month of files. You are responsible for downloading your 997 response, trace, and any other outbound transactions within that timeframe. Those files not downloaded and deleted by the submitter will be deleted during the purge. We recommend you pick up files as soon as you know they are available and then delete them from your mailbox. FTP users will need to manually delete the files, however for Async-modem users the files are deleted automatically from your mailbox once you download them.

REVISION LOG

Revision numbers, version numbers, dates and brief descriptions of the purpose for revision are recorded below. As revisions are made, they will be numbered consecutively beginning with 1. Following a thorough review of all material included in a revision, discontinue use of or destroy all prior versions of this document.

Revision Number	Version	Date	Description
1	1.1	6 Jan 2004	Under Additional Information – in the first unnumbered paragraph, the statement concerning inbound (sub-paragraph 1) and outbound (sub-paragraph 2) segment terminators was changed from : “~ Tilde for segment terminator” to now read “CR/LF carriage return and line feed for segment terminator (upon request the ~ Tilde can be used for those partners unable to process the CR/LF)”
2	1.2	25 June 2004	Under Additional Information - in the table under sub-paragraph 3, item 3, in the 6 th cell describing the 270/271 transaction, the following requirement was added: “. It is required that the 270 transaction contains no more than 99 patient requests within one ST-SE segment, and no more than 10,000 patient requests in the entire file, and no more than 10-15 transaction sets in a single batch file.”
3	1.3	2 August 2005	Pages 24-28 updated WS-FTP Pro 7.5 to 8.0 or higher.
4	2.0	8 August 2006	Page 6 updated fax (803) 870-9021
	2.0	8 August 2006	Page 12 Under Additional Resources added links and information on TPA, Communications and Companion Guides, X12 IG, NPI, Taxonomy, and Sharing your NPI.
	2.0	8 August 2006	Pages 14-16 How to Read 997
	2.0	8 August 2006	Pages 17 Under Asynchronous Instructions, 2.C added test phone 656-0575
	2.0	8 August 2006	Pages 22-29 added test IP address Claimstest.SCMedicaid.com to FTP Instructions.
	2.0	8 August 2006	Pages 22 no. 6, and 28 no. 7 Trading Partner ID in UPPERCASE, password in lowercase.
	2.0	8 August 2006	Page 32 Under Using SCMWBCST added To Request Web Tool ID 1-7.
	2.0	8 August 2006	Page 33 Under Additional Information, ISA and Case Requirements, Delimiter Rules, Transaction Processing Schedule.
	2.0	8 August 2006	Pages 33-34 Added processing schedules for all transactions, and 4. Explained Trading Partner information.

	2.0	8 August 2006	Manual Title changed to SC Medicaid Technical User Guide
	2.0	8 August 2006	Page 33 Added Important Information about Your EDI mailbox, and Transaction retention in your EDI mailbox.
	3.0	3 March 2009	Removed instructions for modems. Added that no new modem accounts will be created after 03/03/2009 and that modem server will be removed 07/01/2009.